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STATE OF NEW JERSEY
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DEPARTMENT OF LAW AND PUBLIC SAFETY
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September 28, 2017
NOTICE OF JOB VACANCY
#17-229

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of State Police, for State employees who meet the requirements indicated below:

TITLE: Employee Relations Coordinator
SALARY: \$67,448.21 to \$96,188.72
LOCATION: Division of State Police
Office of the Deputy Superintendent of Administration
Office of Labor Relations
River Road, W. Trenton, NJ

NUMBER OF VACANCIES: One (1)

DUTIES: Under administrative direction of the Superintendent of State Police, the Deputy Superintendent of Administration and the Office of Labor Relations Supervisor, plans, develops, organizes and supervises staff or programs designed to assist in carrying out the employee relations function for a state department; does other related duties.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Six (6) years of experience in labor relations work involving grievance procedures, processing unfair labor practices, arbitration and public employee contract negotiation, employer-employee contract or agreement interpretation and administration, two (2) years of which shall have been in conducting employee appeal and grievance hearings.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Business Administration, Public Administration, Industrial or Labor Relations or other area related to position responsibilities may be substituted for one (1) year of the indicated experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #17-229 and current resume before the closing date of October 12, 2017 to:

njsp_resumes@gw.njsp.org

-OR-

*Division of State Police
Office of Human Resources
Classification & Compensation Unit
PO Box 7068
W. Trenton, NJ 08628-0068*

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.



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